
DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Contract Administrator, GS-1102-11 **ANNOUNCEMENT:** 382-97CS

LOCATION: Defense Contract Management Command **OPENING DATE:** October 8, 1997
District International (DCMDI) **CLOSING DATE:** October 24, 1997

Duty Station: Mayaguez, Puerto Rico

AREA OF CONSIDERATION: Appointable Employees of Defense Logistics Agency

DUTIES: Serves as a Contract Administrator in a Multifunctional Team. Incumbent is responsible for administering a group of complex contracts and performing a full range of contract administration functions. Assists a designated Administrative Contracting Officer (ACO), who has the commitment authority in performing contract administration functions. Performs contract administration functions handling a variety of actions and problems relating to assigned contracts. Assures that the interests of the Government are protected at all times and that the contractor fulfills the contractual agreements. Makes necessary investigations and determinations and recommends approval and disapproval on matters and/or requests of the contractor. Performs such functions as reviewing contractor's progress, progress payment policies and procedures based on recommendations of various specialists. Coordinates contractors' requests for deviations with buying activities and makes recommendations regarding acceptance; prepares correspondence, vouchers, memoranda, reports and other documents for the Administrative Contracting Officer (ACO). Negotiates price and other contract revisions, subject to the ACO's concurrence, and prepares for ACO's signature the resulting change orders, supplemental agreements, negotiation memoranda and Board Review presentations. Confers with contractors' executive personnel and officials to adjust and clarify conflicting interpretation of the contract, contractual obligations, disallowable items of cost, etc., to assure that the interests of the Government are adequately protected and that the contractor receives what is due under the provisions of the contract.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience at least equivalent to the GS-9 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Examples of qualifying specialized experience include: (1) developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; (2) negotiating and awarding contracts and/or subcontracts; (3) administering the terms and conditions of contracts including such aspects as contract modifications, evaluation of performance under the contract and contract termination; (4) analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense; and (5) formulating policies for the acquisition of goods or services, participating in procurement management reviews and contract clearances, or developing positions on claims and protests related to contracts. Applicants must have served one year in grade GS-9 to meet OPM time-in-grade requirements.

DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS:

In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution; OR have completed 24 semester hours of study from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; OR have passed an examination considered by the Secretary of Defense to demonstrate the knowledge, skills, and abilities comparable to the above 24 semester hours.

<u>EVALUATION METHODS:</u>	<u>MAXIMUM POINT VALUE</u>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
7. TDY is required.
8. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.
9. This is an Acquisition Workforce position in DAWIA Career Field/Position Category Contracting. Mandatory and desirable DAWIA career field requirements will be used during the rating process.
10. The tour length for this overseas location is 2 years. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.
11. Concurrent transportation of dependents is authorized.
12. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.
13. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).
14. One privately owned vehicle may be shipped at government expense.
15. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.
16. Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.
17. Return rights within DLA are mandatory.
18. Real estate expenses will not be authorized.
19. An overseas sponsor will be appointed at the time of selection to provide more specific information.
20. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.
21. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.

HOW TO APPLY: Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR PHYSICAL OR MENTAL DISABILITIES.

Merit Promotion Questionnaire

Position: Contract Administrator, GS-1102-11

Location: Mayaguez, Puerto Rico

Applicant Name: _____
SSN: _____ **Office Phone:** _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible. This questionnaire must be completed and postmarked by the closing date of the announcement. You cannot submit any information after that date.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly and answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Beside each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application should have identifying letters for experience sections. For example, if you got your experience in your current or your most recent job, you would enter the appropriate letter under "Where on Application" beside the question. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Economics, Finance, Marketing, and Accounting, Procurement, and Purchasing

Level of Education	Major (points)			
8 Semester/12 Quarter Hours	____ Any Major (0)			
16 Semester/24 Quarter Hours	____ Any Major (0)			
1 Academic Year	____ Any Major (0)			
2 Academic Years	____ Related Major (0)	____ Other Major (0)	____ Any Major (0)	
3 Academic Years	____ Related Major (6)	____ Other Major (4)	____ Any Major (0)	
Bachelor's Degree	____ Related Major (10)	____ Other Major (8)	____ Any Major (0)	
1 Graduate Academic Year	____ Related Major (12)	____ Other Major (10)	____ Any Major (0)	
Master's Degree or Higher	____ Related Major (15)	____ Other Major (12)	____ Any Major (0)	

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

____ Value Engineering ____ Meritorious or Superior Civilian Service
____ EEO Award ____ Commendable Service Certificate
____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-1102

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each

Ranking Questions	Where on Application
<p style="text-align: center;">Contract Administrator, GS-1102-11</p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered as “No” responses.</p> <ol style="list-style-type: none"> 1. Do you have experience in Indefinite Delivery Indefinite Quantity Contracts? A. Yes B. No 2. Do you have experience with large dollar FFP contracts? A. Yes B. No 3. Have you performed cost and price analysis of proposals? A. Yes B. No 4. Have you developed pre-negotiation plans/memoranda? A. Yes B. No 5. Do you have experience negotiating with contractors? A. Yes B. No 6. Do you have experience reviewing contractor’s requests for Progress Payments? A. Yes B. No 7. Have you personally worked with DFAS to resolve payment and closeout issues? A. Yes B. No 8. Do you have experience working with MOCAS system? A. Yes B. No 9. Do you have experience reconciling contracts for contract closeout? A. Yes B. No 10. Do you have experience generating contract documents such as Modifications and supporting file documentation? A. Yes B. No 11. Have you participated on a team tasked to study and improve a process? A. Yes B. No 12. Are you DAWIA certified at level II in the contracting career field? A. Yes B. No 	
Certification	
<p>I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</p> <p>Signature: Date:</p>	